

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 5, 1987

ALL-COUNTY LETTER NO. 87-108

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: IN-HOME SUPPORTIVE SERVICES (IHSS) PROGRAM REPORTING

REFERENCE: ACL 87-58  
ACIN I-18-87

The management information component of the Case Management, Information, and Payrolling System (CMIPS) was designed by the County Welfare Directors Association (CWDA) Task Force to enhance the old Payroll System, to collect necessary information on the various service delivery modes, and to provide the counties and the State with readily accessible data to better manage the program. The CMIPS was designed to minimize the counties need to maintain separate information systems in order to meet State reporting requirements.

A major change effective July 1, 1987, is the replacement of the IHSS Program Monthly Caseload, Hours, and Costs Report (Form SOC 296) with information contained in the CMIPS data base for Individual Provider (IP) mode, and a simplified reporting system for the Contract (CC) and County Homemaker (HM) modes through the use of the County Summary Screen (CSUM) and/or Input Document (SOC 374). The CSUM screen has been in use since December 1986 and is the input source for the new Management Statistics Summary (MSS) report which contains all information from the old MSS and all of the information currently compiled and reported manually by counties on the SOC 296. The MSS will be used extensively by State and county managers to keep up-to-date on program caseload and expenditures. There will be no other source for gathering this information. As a consequence, accurate and timely reporting via the CSUM/SOC 374 is essential to the development of correct statewide information which is used in monitoring county plans and allocating and reallocating IHSS funds to all counties.

ACL 87-55, which provides users instructions on completing the CSUM/SOC 374, establishes reasonable and mandatory reporting dates for counties. Counties must report no later than the 10th calendar day following the report month for monthly data on cases, hours, and expenditures; and not later than forty days following each fiscal year (FY) quarter for input of expenditure and timestudy data from the County Administrative Expense Claim.

This system has been operational since December 1986 and all counties now have procedures in place for gathering and reporting the required data. Beginning July 1, 1987, monthly and quarterly data should be reported by each county in accordance with the provisions of ACL 87-55.

If you have any questions or if your county cannot report timely, please contact Robert Barton, Chief, Adult Services Bureau at (916) 322-6320.



LOREN D. SUTER  
Deputy Director  
Adult and Family Services

cc: CWDA